

AIRWAY HEIGHTS CORRECTIONS CENTER VISIT GUIDELINES

The Department of Corrections welcomes you to Airway Heights Corrections Center. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The allowable number of visitors at one time may vary from one facility to another. All Department of Corrections facilities are chewing gum and tobacco-free. Please read and focus on the guidelines so you may have an enjoyable visit.

WHO CAN VISIT

Each offender may have up to four adults, no limit on children approved visitors, at the same time visiting. Note: Offender may not be available for a visit. Visitors may avoid making an unnecessary trip, or being turned away (due to the offender at school or work), by pre-arranging visits with the offender.

Reminder: If you no longer wish to be on the approved visitor list, please submit a request to be removed in writing.

Minors (under 18) may visit with an approved escort only.

WHEN YOU CAN VISIT

MAIN INSTITUTION VISITING DAYS AND TIMES:

VISITING DAYS	HOURS 12:00-3:30PM	HOURS 5:00-8:30PM
FRIDAY	UNITS- K L R	UNITS- M N T
SATURDAY	UNITS- M N T	UNITS- K L R
SUNDAY	UNITS- K L R	UNITS- M N T
MONDAY	UNITS- M N T	UNITS- K L R

MSU INSTITUTION VISITING DAYS AND TIMES:

VISITING DAYS	HOURS 1:00PM-3:30PM	HOURS 7:00PM-9:00PM
FRIDAY	UNITS C4 & C5	UNITS C4 & C5
SATURDAY	UNITS C4 & C5	UNITS C4 & C5
SUNDAY	UNITS C4 & C5	UNITS C4 & C5
MONDAY	NO VISITING	UNITS C4 & C5

The offender you are visiting can make arrangements for special situations through his counselor.

Visitors who leave authorized visitor areas during any visit period will be allowed to returned during the next authorized visit period for your offender.

HOW YOU GET THERE

AHCC is located in Airway Heights, WA which is a few miles West of Spokane. From I 90 take the Fairchild AFB/Spokane int. Airport/Hwy 2 exit. Travel West approximately 3 ½ miles to the stop light at Hayford Road. Turn right (North) onto Hayford Road and travel 1 mile to the stoplight Sprague. Turn left (west). Drive ½ mile and the entrance to AHCC will be on your left. The phone number to AHCC is 509-244-6800. The Spokane Transit Authority (STA) provides limited transportation to AHCC. STA's phone number is 509-328-RIDE. Spokane also has several taxi companies if you wish to use that form of transportation.

Parking Information

Visitor Parking sign is posted. As you enter AHCC it will be to your right, both Main and MSU institution visitors will park in this area.

To ensure the safety of all, persons not visiting including children and pets must not be left in cars. All vehicles must have the windows rolled all the way up and secured (locked). From there the Main institution is slightly to your left two story building. MSU institution will be to your left, at the end of the parking lot. Please use the concrete sidewalks to both of these areas. For Physically Challenged parking (you must have a state authorized sticker) at the Main Institution you would come towards the two story Main Institution, and just before you get to the half circle drive it would be to your left just in front of the concrete sidewalk (signs are posted in front of each parking place) If you would like you may drive into the half circle to the front of the two story Main institution to drop off a visitor. For Physically Challenged parking at MSU Institution you would turn left all the way to the fence, and the signs will be posted in front of each parking space.

WHAT TO DO WHEN YOU ARRIVE

Visitor Check-in

Visitors are welcome to arrive in the parking lot 15 minutes prior to visits. Once your vehicle is locked, please check-in at the visit entrance.

DOC VISIT GUIDELINES

Visitors, who must share bad or sad news, please inform staff in advance.

Identification

All visitors, 16 and older, will be asked to show current photo identification, the only identification authorized are: driver's license, passport, military or government identification, tribal identification, alien registration, student identification.

Searches

Visitors will be asked to sign a search permission form which is required for visiting. Pat searches, vehicle searches, personal property searches and/or canine searches may be conducted.

Visitors must remove everything from their pockets before being processed through the metal scanner. Failure to remove all items may prohibit you from visiting.

Carry-Ins

The following items must be contained in a clear plastic coin purse or plastic bag:

- Each visitor is allowed 1 (one) zip key (\$15.00) per visitor, locker key and your identification.
- Medical – Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.

HOW TO ENJOY YOUR VISIT

The following guidelines are in place to ensure a safe and pleasant visit.

Continuation of your visit and visiting privileges will depend on:

- Arriving without having consumed alcohol and /or illegal substance or being in possession of contraband.
- Visitors and/or offender following DOC Visit Guidelines.
- Compliance with search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health and safety of any visitor, offender, or staff.

Dress standards are necessary to ensure the safety and security of visitors and offenders to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. The visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, accessories allowed. The following guidelines apply to visitors five years and older:

Clothing

- All clothing must be clean and in good repair free from holes, rips, or tears.

Undergarments must be worn to include briefs and brassieres for females. Males must wear briefs, boxers, or long underwear.

- Clothing must be worn that does not expose undergarments, cleavage, stomach/midriff, bare back when arms are raised, or bare chest. Examples of inappropriate clothing are: Tight fitting, low cut tops or bottoms, sheer, see-through or mesh, camisole type tops, halter tops, tanks tops, sleeveless blouses or shirts.
- Dresses/skirts, and/or the slits in them must be no shorter than at the top of the knee. And you must wear full pantyhose with them.

Footwear

- All visitors must wear socks, stockings, or pantyhose.
- Shoes, sandals and boots must be in good repair. We are unable to allow flip flop/thongs, shower shoes, slippers, or foul weather style boots or shoes.

Accessories

- Jewelry
 1. Four pieces of jewelry in piercings (e.g.: one nose, one lip, two ears, or the combination of four pieces of pierced jewelry).
 2. One watch.
 3. Wedding ring set and one ring.
 4. Two necklaces.
 5. Two bracelets.
- One pair of eyeglasses.
- Belts may be worn excluding money belts or belts with compartments.
- Headgear or excessive hair ornaments, when medically required with written verification, or part of a religious practice, but must be able to be searched.

Clothing and accessories listed below, or other items considered to be a threat to the security and safety of offenders, visitors or staff as determined by the Superintendent/designee, will prevent your visit.

- Camouflage, wrap around clothing, bib attire, shorts, clothing referring to obscenity alcohol, drugs, gang references, sex in any form, and clothing that is difficult to search (e.g.: excessive pockets, padding or layering of one outer garment over another).
- Jewelry that hides other items (e.g.: broaches, locket, pins, or jewelry that looks like a key).

Items for Infants and Toddlers

Items for infants and toddlers will be carried in a clear plastic bag or container.

- Two clear plastic bottles containing water, juice, milk, or liquid formula.
- One plastic Tupperware-type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon.
- Two bibs.
- One pacifier or teething object.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit.
- Baby wipes must be transferred to zip lock plastic bag prior to visit.

COURTESY DURING VISITS

It is the intent of the Department of Corrections to maintain visiting programs which help offenders preserve positive ties with family and friends. Cooperation by all individuals is essential. The following visit room guidelines are in place to ensure that visits are a pleasant experience for all.

- A brief hug and kiss (**4 to 5 seconds**) are permitted at the beginning and conclusion of visits.
- During the visit the only physical contact allowed is holding hands with hands in plain view. Hands are to be above the table at all times.

- Conversations should remain quiet without harsh language or swearing, encouraging pleasant and caring family interaction.
- Please use visit room furnishing for their intended use.
- Because time is limited, your focus and interactions must remain between your own visitors and family.
- During visitation, Zip money keys will be used for purchases from the vending machines by the visitor only at the Main Institution. MSU institution the offender and visitor may purchases from the vending machines.
- Visitors are reminded to take all Zip money keys and locker key with them when they leave. There is nothing else allowed out (food, drink, papers etc.).
- Children must be under direct supervision and visual control of the visiting parent or guardian at all times, including children using the restroom. Roughhousing and horseplay will be stopped immediately by the visiting parent. Offenders with children that play in the kids area will be responsible to clean and put away all toys and games, and ensure that area is neat when their visit is completed. The only type of discipline with children will be verbal corrections and time-outs during visits. If your child becomes disruptive and loud please be considerate of other visits and take your child out to the front desk/restroom area until they have calm down, then you may return to your visit. If your child become disruptive and loud in the visit room staff may ask you to take your child out to the front desk/restroom area until they have quieted down and are under control.
- For safety and proper identification offenders will wear their identification at all times.
- Showing affection to your children, holding and playing with your visiting child promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings. Offenders are only allowed to play with their own visiting children.
- Please use the changing areas for children, which are provided in the restroom.
- At times visits may become emotional. Should this happen, a staff may check on your visit.
- Please put away all items used during visits (i.e.: games, toys, books). Please throw trash and recyclables in containers provided at the end of your visit.
- When your visit is over you will say their goodbye at your table, then the offender will sit down and wait until the visitor is out of the visiting room door. At that time the offender will clear his table, put any games and toys away and report to the offender processing area to be process back to his unit.

THE VISITING ROOM RULES ARE SUBJECT TO CHANGE